

<https://jobs.baaghiv.com/job/hyundai-nishat-motor-jobs/>

Hyundai Nishat Motor Jobs | Sr. Officer – Admin Jobs | Faisalabad Jobs

Description

Hyundai Nishat Motor Invites applications from Pakistani Nationals for the following Positions.

Responsibilities

- Sr. Officer – Admin

Qualifications

The aforesaid Job announcement is published in the newspaper. Last date to submit the applications is **January 03, 2022**. For more details about the vacancies, Please see below Job Advertisement for job descriptions, job requirements (e.g. experience, qualification, and age limit), and other perks and privileges' offered by the department.

Contacts



Sr. Officer - Admin

 

The candidate shall be responsible to control compliance working, IMS documents and record keeping. The ideal candidate shall also be responsible for trainings of admin staff, transportation shuttle service and event management etc.

Qualification:
MBA.M.com or Equivalent

Requirements:

- Minimum 5 years of relevant experience
- Interpersonal skills/Compliance documents experience/Team work traits/Physical effort

Location:
Faisalabad

Interested candidates may visit our website www.careers.hyundai-nishat.com or may email their CVs at hr@hyundai-nishat.com to apply by 03rd Jan, 2022 and please mention the position in the subject of the email.
Hyundai Nishat Motor (Pvt) Ltd. is an equal opportunity employer and does not discriminate on the basis of race, gender, ethnic or national origin, social status, religion or age.

Hiring organization

Hyundai Nishat Group

Employment Type

Full-time

Industry

Hyundai

Job Location

Hyundai, Faisalabad, Punjab, Pakistan

Date posted

December 30, 2021

Valid through

03.01.2022